



## TREASURY

### **DEPARTMENT DESCRIPTION**

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the city including but not limited to- Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax, Boat Excise Tax, Parking Ticket fines, Water and Sewer Bills, Parking Meter receipts, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, license and fees.

The department is also responsible for the timely disbursements of all payrolls to City, School and retired (non teacher retirees) employees, and the associated Federal and State reporting requirements.

The department is responsible for the disbursement of all bill warrants for payment to vendors and the reconciliation of checks and bank accounts.

The department also issues all authorized debt for both short and long term borrowing.

The department also conducts the appeals and hearings for parking ticket disputes.

### **ACCOMPLISHMENTS**

1. Continue to make improvements to the cash receipt system, including set up and initial implementation of the electronic receipt of home computer payments.

These payments are currently handled by individually mailed checks from a number of major vendors like B of A, RBS Citizens, Sovereign, & JP Morgan Chase.

2. Treasurer-Collectors office. We hope to continue to cross train our staff in all operations of the office to allow for the continued smooth operation of the office during vacation times.
3. Continue to Improve the accounts receivable reconciliation system by using the Munis general ledger to reconcile the receivables to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis. .
4. Notify advertise and record the 2005 tax title taking follow during the fiscal year and begin the process for the 2006 tax title.

### **GOALS**

Continue to make improvements to the cash receipt system. Continue the public education to increase the usage of the Bank of America Pay mode system. The goal is to replace thousands of individual mailed online bank checks and individually manually posted payments to a daily electronic receipts file and corresponding single daily deposit of home computer payments.

1. Continue the progress made in the policy and procedures manual for the daily operations of the Treasurer-Collector and Parking office. The changes and improvements to all operations will be documented and be incorporated into the manual for the office. The final step is to have the manual stored in electronic form of the Treasury drive that will be backed up nightly.
2. Continue to improve the accounts receivable reconciliation process by using the Munis general ledger to reconcile the city accounts receivable to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis.
3. Implement the recommendations made by auditors Sullivan and Rogers and contained in the management letter to the Treasurer's Office. The main areas for improvement include the follow up on bank account reconciliation, tailings, and unauthorized accounts.
4. Expand the use of online payments to include not only real estate, personal property, excise and water/sewer taxes, but also payment of certain permits, fees and municipal lien certificates.
5. Notify advertise and record the 2006 and 2007 tax title taking during the fiscal year.

DEPARTMENT:

107 - TREASURER/COLLECTOR

**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	507,028	502,498	511,914	10,967	522,881	489,761	-33,120	-6%
52 - EXPENSES	356,201	399,592	437,569	3,671	441,240	437,569	-3,671	-1%
56 - INTERGOVERNMENTAL	5,209,013	5,375,365	5,669,618	-54,422	5,615,196	5,811,358	196,162	3%
58 - DEBT AND CAPITAL	6,089,340	6,451,813	7,017,121	409,428	7,426,549	8,253,127	826,579	11%
<b>SUB-TOTALS:</b>	<b>12,161,582</b>	<b>12,729,268</b>	<b>13,636,222</b>	<b>369,643</b>	<b>14,005,865</b>	<b>14,991,815</b>	<b>985,950</b>	<b>7%</b>
57 - FRINGE BENEFITS	89,161	97,871	103,874	0	103,874	94,000	-9,874	-10%
<b>SUB-TOTALS:</b>	<b>89,161</b>	<b>97,871</b>	<b>103,874</b>	<b>0</b>	<b>103,874</b>	<b>94,000</b>	<b>-9,874</b>	<b>-10%</b>
<b>DEPARTMENT TOTALS:</b>	<b>12,250,743</b>	<b>12,827,139</b>	<b>13,740,096</b>	<b>369,643</b>	<b>14,109,739</b>	<b>15,085,815</b>	<b>976,076</b>	<b>7%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
0110701 TREASURY	952,389	949,961	1,003,357	14,638	1,017,995	971,330	-46,665	-5%
0110771 DEBT MATURITIES	3,688,214	4,489,223	5,313,453	0	5,313,453	5,955,234	641,781	12%
0110772 INTEREST-LNG TERM DEBT	1,010,007	1,419,890	1,703,668	409,428	2,113,096	2,297,893	184,798	9%
0110773 INTEREST-TEMP LOANS	1,391,119	542,700	0	0	0	0	0	0%
0110774 INTEREST-ATB AND OTHER	0	49,999	50,000	0	50,000	50,000	0	0%
0110781 STATE ASSESSMENTS	5,209,013	5,375,365	5,669,618	-54,422	5,615,196	5,811,358	196,162	3%
<b>DEPARTMENT TOTALS:</b>	<b>12,250,743</b>	<b>12,827,139</b>	<b>13,740,096</b>	<b>369,643</b>	<b>14,109,739</b>	<b>15,085,815</b>	<b>976,076</b>	<b>7%</b>

TREASURY	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	507,028	502,498	511,914	10,967	522,881	489,761	-33,120	-6%
52 - EXPENSES	356,201	349,592	387,569	3,671	391,240	387,569	-3,671	-1%
<b>SUB-TOTALS:</b>	<b>863,229</b>	<b>852,090</b>	<b>899,483</b>	<b>14,638</b>	<b>914,121</b>	<b>877,330</b>	<b>-36,791</b>	<b>-4%</b>
57 - FRINGE BENEFITS	89,161	97,871	103,874	0	103,874	94,000	-9,874	-10%
<b>SUB-TOTALS:</b>	<b>89,161</b>	<b>97,871</b>	<b>103,874</b>	<b>0</b>	<b>103,874</b>	<b>94,000</b>	<b>-9,874</b>	<b>-10%</b>
<b>Element Totals:</b>	<b>952,389</b>	<b>949,961</b>	<b>1,003,357</b>	<b>14,638</b>	<b>1,017,995</b>	<b>971,330</b>	<b>-46,665</b>	<b>-5%</b>

DEBT MATURITIES	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
58 - DEBT AND CAPITAL	3,688,214	4,489,223	5,313,453	0	5,313,453	5,955,234	641,781	12%
<b>SUB-TOTALS:</b>	<b>3,688,214</b>	<b>4,489,223</b>	<b>5,313,453</b>	<b>0</b>	<b>5,313,453</b>	<b>5,955,234</b>	<b>641,781</b>	<b>12%</b>
<b>Element Totals:</b>	<b>3,688,214</b>	<b>4,489,223</b>	<b>5,313,453</b>	<b>0</b>	<b>5,313,453</b>	<b>5,955,234</b>	<b>641,781</b>	<b>12%</b>

INTEREST-LNG TERM DEBT	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
58 - DEBT AND CAPITAL	1,010,007	1,419,890	1,703,668	409,428	2,113,096	2,297,893	184,798	9%
<b>SUB-TOTALS:</b>	<b>1,010,007</b>	<b>1,419,890</b>	<b>1,703,668</b>	<b>409,428</b>	<b>2,113,096</b>	<b>2,297,893</b>	<b>184,798</b>	<b>9%</b>
<b>Element Totals:</b>	<b>1,010,007</b>	<b>1,419,890</b>	<b>1,703,668</b>	<b>409,428</b>	<b>2,113,096</b>	<b>2,297,893</b>	<b>184,798</b>	<b>9%</b>

INTEREST-TEMP LOANS	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
58 - DEBT AND CAPITAL	1,391,119	542,700	0	0	0	0	0	0%
<b>SUB-TOTALS:</b>	<b>1,391,119</b>	<b>542,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>1,391,119</b>	<b>542,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

INTEREST-ATB AND OTHER	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
52 - EXPENSES	0	49,999	50,000	0	50,000	50,000	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>49,999</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>0</b>	<b>49,999</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>

STATE ASSESSMENTS	ACTUAL 2006	ACTUAL 2007	2008			RECOMMENDED 2009	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2008 To 2009	
56 - INTERGOVERNMENTAL	5,209,013	5,375,365	5,669,618	-54,422	5,615,196	5,811,358	196,162	3%
<b>SUB-TOTALS:</b>	<b>5,209,013</b>	<b>5,375,365</b>	<b>5,669,618</b>	<b>-54,422</b>	<b>5,615,196</b>	<b>5,811,358</b>	<b>196,162</b>	<b>3%</b>
<b>Element Totals:</b>	<b>5,209,013</b>	<b>5,375,365</b>	<b>5,669,618</b>	<b>-54,422</b>	<b>5,615,196</b>	<b>5,811,358</b>	<b>196,162</b>	<b>3%</b>

DEPARTMENT:  
107 - TREASURER/COLLECTOR

**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Collector/Treasurer	H13	1	107,412	1	110,655
511001	Dep Treasurer/Collector	H10	1	89,345	1	92,042
511001	Prin Accounts Coord	S08	1	56,455	1	58,159
511001	Accts Receiv Processor	S05	1	36,725	1	38,559
511001	Sr Tax Commitment Clerk	S05	1	43,229	1	44,534
511001	Tax Commitment Clerk	S04	2	76,802	0	0
511001	Sr. Teller	S05	1	43,229	1	44,534
511001	Parking Ticket Clerk	S05	1	37,875	1	39,387
511001	Teller	S04	1	34,574	1	36,950
<b>Account Totals:</b>			<b>10</b>	<b>525,646</b>	<b>8</b>	<b>464,818</b>
511101	Tax Commitment Clerk	S04	0	1	0.4	20,643
<b>Account Totals:</b>			<b>0</b>	<b>1</b>	<b>0.4</b>	<b>20,643</b>
<b>Report Totals:</b>			<b>10</b>	<b>525,647</b>	<b>8.4</b>	<b>485,462</b>